COURSE DESCRIPTION

The purpose of the internship program is to provide advanced student majors and minors with experience working in the field of criminology and criminal justice. The internship also allows students to make contact with professionals who might later serve as references or points of contact, and it also allows students to gain actual experience which can be included on a resume or job application.

The internship experience is based primarily on experiential learning. The student spends time in an agency working in the field on tasks that are encountered by persons employed by that particular agency. As such the following learning objectives apply:

1) Describe what it is like to work on a day-to-day basis in an entry level position in a particular type of criminal justice agency (e.g., law enforcement agency, correctional institution, juvenile services agency).
2) Articulate the basic expectations of employees with regard to appearance and dress, professional conduct, and communicating with others encountered in the work environment (i.e., agency staff, offenders, victims, families).
3) Integrate information learned from criminology and criminal justice courses with experience in working in an agency by comparing and contrasting the information gathered from each source.
4) Determine if working in a particular agency (or a similar agency) is a “good fit” for the student with regard to long-term career goals.
5) Describe the characteristics of applicants that the agency seeks when filling entry level positions.

COURSE REQUIREMENTS

Internship placements must be approved and finalized by the Internship Coordinator in the School of Criminology and Criminal Justice. Students are required to:

1. Read this course syllabus and the Internship Manual
Read the course syllabus and the Internship Manual, which is available on the course website. Please e-mail me at rmeier@unomaha.edu to confirm your start date, and that you have read all of this information.

2. Maintain and submit a time log
Maintain a log of your hours and your activities at the agency. Each day, enter the hours worked and a brief description of your activities. In addition, reflect briefly on your activities and make note of any interesting questions, challenges, or concerns that you had, especially as they relate to the connection between your coursework and the internship. Each week, compute the total hours, and keep a cumulative total so that you will know exactly how many hours you need to complete. Remember, a minimum total of 160 hours is required. The number
of hours per week will depend on when you begin and the day you plan to complete your hours which will be worked out between yourself and your internship supervisor at the agency. Be sure to total all hours at the end of your log.

Log example: (Give more detail where needed to explain nature of activities)

4 hrs 9/21 - Met supervisors, toured facility
4 hrs 9/23 - Attended staff meeting, read training manual
4 hrs 9/25 - Filed folders, went to court to observe/read files
12 hrs Week 1

You have until Monday of final exam week to complete your hours and turn in your log. Send your log to me (rmeier@unomaha.edu) as an attachment in an email. Hard copies will not be accepted.

3. Paper
A written paper about on your internship experience is required. The paper should describe the internship experience and integrate it with information you have learned about the criminal justice system in the course of pursuing your undergraduate degree. More specifically, the paper should address the following:

A. Present an overview of the agency including its major function(s) and where the agency fits into the criminal justice system on the local, state, or federal level.

B. Describe the major activities in which you were involved as an intern.

C. Integrate your observations and experiences as an intern with information you have learned about criminology and criminal justice throughout your undergraduate coursework. For example, discuss how your observations of the agency in its local setting compare with information you have learned about the structure and organization of the criminal justice system. To what extent to which your experiences and observations parallel what you had learned about roles and activities in organizations of this type? Are there other facets of your internship experience that you can link to things you learned in your undergraduate classes?

D. Describe anything that was particularly interesting or surprising about the agency or the work in which you were involved and contrast it with information that you learned throughout your undergraduate coursework.

E. Describe at least one specific goal you had when beginning your internship and discuss whether you were able to attain that goal.

F. Discuss how the internship fits into your future career plans and whether or not you think it was a valuable experience given your occupational goals.

G. Discuss the most important thing you learned during your internship experience.

The final paper should be at least 2,500 words in length (minimum). Note the word count at the bottom of the last page. You should never put confidential information either in your time log or your paper. The paper is due by Monday of final exam week. Send it to me (rmeier@unomaha.edu) as an attachment in an email. Hard copies will not be accepted.
4. **Agency Evaluation of the Student**
An evaluation of your performance by the agency supervisor is required at the end of the internship. This evaluation will be put in your permanent academic file. Download the *Agency Evaluation of Student Form* from the course web page, and give it to your supervisor. Have them either scan and send the completed evaluation to me via email (rmeier@unomaha.edu), or give them the hard copy along with a stamped, addressed envelope for them to mail the completed evaluation to me at the address below. The evaluation is due no later than Monday of final exam week.

Dr. Robert F. Meier  
School of Criminology and Criminal Justice  
University of Nebraska at Omaha  
Omaha, NE 68182

**FINAL GRADE**
This is a pass/no pass, 3 credit course, and your final grade will be determined based upon your completion of the 160 hours of work with the agency, the quality of your written materials, and the evaluation provided by your agency supervisor.

**STUDENTS WITH DISABILITIES:**
The University of Nebraska-Omaha provides individualized accommodations to students with documented disabilities. If you have a disability that requires accommodation, please see me as soon as possible. For more information, contact the Office of Equity, Access and Diversity at (402) 554-23490 in Eppley Administration Room 207B.